



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

12/19/13

Danya Roquette  
335 19<sup>th</sup> St. SE  
Cedar Rapids, Ia. 52403

Dear Danya,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the compliance check of your Level A B C, Registered Child Development Home completed on 12-17-13. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**Reason determined out of compliance: You had a smoke detector on the second floor but it was not located at the top of the stairway.**

**How to correct: You can either move the one you have to the area at the top of the stairway or place another one there.**

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**I did not find a file for one child so I was not able to determine if her file was in compliance. So below is listed the information needed for her file.**

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**One child**

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Also need this for two children- have parent complete and sign the Emergency medical form .**

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need for three children.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**One child**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**One child- I am enclosing a form you can use for this.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**One child(age 2) immunization certificate needs to be signed by the doctor**

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Reason determined out of compliance: You did not have a written permission form that has the has all the required information on it.**

**How to correct: Use the form I left with you for this. If you make regular trips at the same time you can do a monthly sheet for parents to sign. When you take daily walks just make sure parents know the routes you take and what times you generally go for them.**

**I am enclosing a Record check form for both your mother and boyfriend for them to complete, sign and send into the centralized unit for child care. Also enclosed is the information on Category B requirements you requested.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: January 24, 2013**

X \_\_\_\_\_

Signature

Date

Please do not hesitate to contact me at DHS at 319 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

